

Support Services Of the Benson Great Hall

**Technical - Ticketing - Security and Traffic
Ushering - Catering**

Technical Services

- **Package pricing** – To give clients the best value, our audio and lighting services are package priced, so you don't get “nickel and dimed” for everything you need. We offer the following packages:
 - Lecture package – for speaking events
 - Acoustic concert package – for small band/choir/ orchestra events
 - Medium-size production package – for events needing sound reinforcement, PowerPoint, and DVD playback
 - Full-size production package – for events requiring a stage extension, numerous microphones, a lighting technician, a sound technician, and a video technician
 - *Rental and ala carte options – additional equipment upgrades, services, and rental equipment is available from local vendors
- **Staging services** - If your event requires a significant amount of staging, you will be encouraged to consult with the Benson Great Hall technical director to outline your performance needs. The hall offers the following for your convenience:
 - Choral risers, seated or standing
 - Choral shell
 - Grand piano –a fee for tuning, if necessary
 - Orchestra chairs and stands
 - Podium

*Additional equipment is available from local rental companies

Ticketing

Bethel's Ticketing Office takes the worry out of processing your ticket sales. The Ticket Office offers a friendly and efficient staff to process phone, mail,

and fax ticket orders. A small ticketing fee is charged for each ticket sold. Bethel offers an online ad and online ticket sales for an additional fee.

Security and Traffic Control

Parking is free for Benson Great Hall events. For most events, the client is responsible for paying for the services of at least one crossing guard. Additional traffic officers can be provided to help maintain smooth traffic control.

Ushering

Benson Great Hall offers an ushering team to help guests find seats, to answer questions, and to serve those needing special assistance. Ushers arrive 1 ½ hours before an event and stay on duty throughout the event. Clients hosting a reserved seating event are required to pay for an ushering team. The university reserves the right to determine the necessity of ushers for both reserved and general- admission events.

Catering

Sodexo is the exclusive on-campus food service provider for Bethel's St. Paul campus and is equipped to provide both excellent food and food safety to our community. All campus events are required to use Sodexo for catering needs. Third-party catering is prohibited unless specifically approved by the Office of Campus Services. Please call Sodexo at 651-638-6056 or 651-638-6325 to inquire about pricing.